

Required Information for Land Development Permit, Building Permit and Certificate of Occupancy

Type of Permit Request	Site Plan				Building Permit Appl	Floor plan	Energy statement	Zoning approval	Health Dept	Agric Dept	Letter of entert'mt	Fire/Bldg Insp	F.O.G approval		
	Civil Plans	Hydro/water quality Studies	Tree Ordinance Exempt'n Certificate	Environm't Requirem't											
New Office/Building	x	x	see civil plans		x	x		x				x			
New Retail space	x	x	see civil plans		x	x		x				x			
New Warehouse	x	x	see civil plans		x	x		x				x			
New Assemb build'g	x	x	see civil plans		x	x		x				x			
New Day care facility	x	x	see civil plans		x	x		x				x			
New Restaurant	x	x	see civil plans		x	x		x	x		x	x	x		
New Hotel/Motel	x	x	see civil plans		x	x		x				x	A		
Closed Restaurant					x	x		x	x		x	x	x		
Restaurant in business-change of ownership					x			x	x		x	fire inspect only	x		
Exist'g office no work					x	B		x				x			
Exist'g office alteration					x	x		x				x			
Exist'g warehouse no work					x	B		x				x			
Exist'g warehouse alter					x	x		x				x			
Exiist'g assemb change of tenant					x	x		x				x			
Use Change					x	x		x				x			
Gas station and convenience store change of ownership					x			x		x		x			
After school program-summer camp provider					x	x		x				x			
Personal care home provider (4-6 clients)					x	x		x				electrical inspec also			
Personal care home provider (1-3 clients)					x			x				private fire inspect ok			
Apartment/Condominium	x	see civil plans			x	x		x				x			
Apart conversion to Condominium	x	see civil plans			x	x		x				x			
Townhouse	x	see civil plans		x	x	x	x	x				Bldg only			
Single Family detached	x	x		x	x		x	x				Bldg only			
Fire Damage				x	x	x		x				x			
Demolition	x			x	x			x				Bldg only			
Addit'n to Single family detached	x		x	x	x		x	x				Bldg only			

A = if kitchen to be included-F.O.G.approval will be required
B = existing space under 300sq.feet.using space as is no work - floor plan is not required.